

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-18**

The U.S. Embassy Belmopan has an opening for a Program Assistant position in the International Narcotics and Law Enforcement Affairs (INL) Office. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

### **BASIC FUNCTION OF THE POSITION:**

- Manages INL-sponsored security and rule-of-law related sector projects, donations, and technical assistance. This includes determining strategic needs of projects and formulating project budgets, evaluating proposals and making recommendations for adoption, serving as advisor for project planning and implementation and drafting reports on the status of projects.
- Serves as a Grant Officer Representative and/or Contracting Officer Representative, performing grants and/or contracting administration duties, which includes conducting quarterly site visits, financial audits and disbursements.
- Responsible for coordinating INL's procurement activities. Works with the Government of Belize (GOB) and Non-Governmental Organizations to define acquisition requirements, prepares the requisite Statement of Work, Performance Work Statement, Independent Government Cost Estimate, Sole Source Justification where necessary, and technical specifications for required services and equipment.
- Identifies, plan, and facilitates training courses and technical support to the Ministry of National Security and other GOB security and justice sector agencies and other organizations.

### **QUALIFICATIONS REQUIRED:**

- Completion of an associate's degree along with five years' experience in office management, foreign assistance and liaison, law enforcement, project management, training coordination, or other relevant subject matter is required.
- Or, in lieu of the associate's degree, completion of secondary school along with seven years' experience in office management, foreign assistance and liaison, law enforcement, project management, training coordination, or other relevant subject matter is required.
- Level IV (fluent working knowledge) speaking/reading/writing English is required.
- Good working knowledge of MS Word and Excel is required.
- Must possess excellent interpersonal skills.
- Must be able to multi-task and perform under pressure to meet deadlines.
- A valid Belize driver's license is required.

Note 1: This position includes incidental driving responsibilities. To meet our Safety and Health Environment Management Policy, incidental drivers must be 25 years or older and must be able to pass an incidental driver's physical examination. The selected applicant must have this certification in place prior to receiving a final offer of employment.

Note 2: The selected applicant may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year.

**WHO MAY APPLY:** Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

**HOW TO APPLY:** Interested candidates must submit the following in order to be considered for the position. Universal Application for Employment (UAE) form (DS-0174); plus any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:** [BelmopanJobs@state.gov](mailto:BelmopanJobs@state.gov) All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [DS174 - Universal Application for Employment](#). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Program Assistant (INL), Vacancy Announcement No. 2016-18. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position description and the required application form (DS-0174) are posted on the Embassy's website at [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). The deadline for submitting applications is Friday, July 15, 2016. Applications will not be accepted after July 15, 2016.